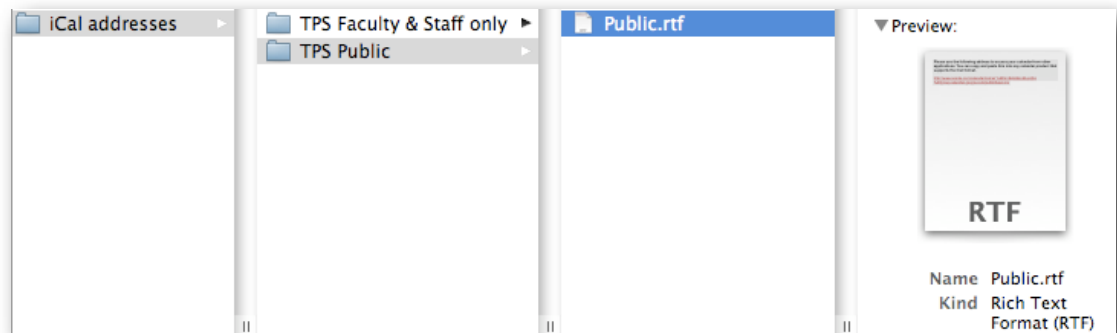


## Subscribing to a Calendar in iCal



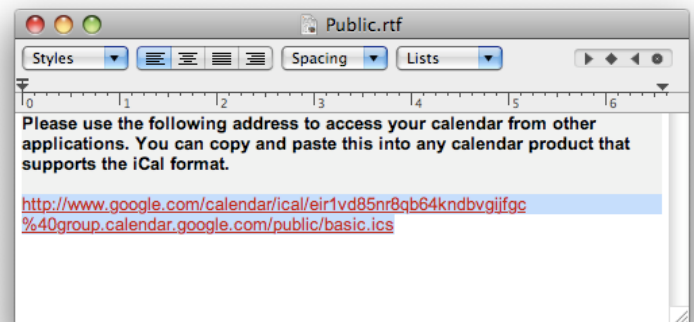
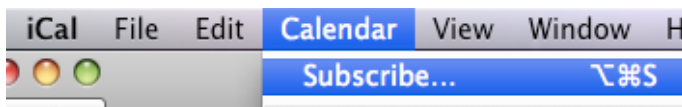
**NOTE:** There are two main calendars faculty & staff need to subscribe to at TPS. The first calendar is our TPS public calendar, which will be shared on the web to the entire community. The second is for faculty & staff only. Both calendars get updated regularly to reflect additions or changes in upcoming events.

1 There is a list of the main calendars in Data Center/ Resources/ Calendars/iCal Addresses. There are saved as Text Edit documents. Open them by double clicking. The program Text Edit will open them by default.



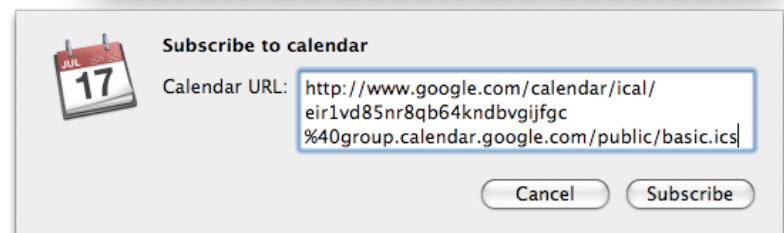
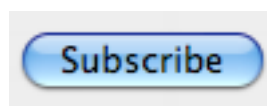
2. Highlight and copy (command + C) the URL address (everything after the "http").

3. Open iCal. Under the Calendar menu, choose Subscribe.



4. A menu will drop down. Click in the "Calendar URL field" and paste what you just copied by clicking command button + V.

5. Click the subscribe button.



6. Another menu will come up. Change the preferences to make sure you refresh automatically, otherwise you won't see the changes that are being made to this calendar.

You have now subscribed to one TPS calendar. You can now repeat this process for the other calendar.

